



Foothill Transit

# Executive Board Meeting AGENDA

## SPECIAL EXECUTIVE BOARD MEETING

9:00 AM, March 20, 2015

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, SHEVLIN, TESSITOR
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING WORKSHOP OF JANUARY 30, 2015 AND REGULAR MEETING OF FEBRUARY 27, 2015
5. EXERCISE OF CONTRACT OPTION – PROCUREMENT OF 13 PROTERRA CATALYST EXTENDED RANGE ELECTRIC BUSES  
  
*Recommended Action: Authorize the Executive Director to exercise an available contract option, negotiate final terms and conditions and execute Option Agreement No. 15-005 with Proterra LLC for the procurement of 13 Catalyst Extended Range 40-foot electric buses in the amount of Nine Million Eight Hundred Seventy-Seven Thousand Six Hundred Sixty Dollars (\$9,877,660), including sales tax.*
6. RESOLUTION ADOPTING NEW ANNUAL GOVERNING BOARD MEETING DATE  
  
*Recommended Action: Consider changing the date of the May Annual Governing Board Meeting from Friday, May 22, 2015 to Wednesday, May 13, 2015 and adopt Resolution No. 2015-04 New Annual Governing Board Meeting Date.*
7. ADJOURNMENT

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



9:00 AM, March 20, 2015

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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**The Next Regular Meeting of the Foothill Transit**

**Executive Board is scheduled for**

**Friday, April 24, 2015 at 8:00 a.m.**

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务，请至少于会议前48小时致电高级主任办公室：(626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបន្តបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษา กรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



**STATEMENT OF PROCEEDINGS FOR THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
STRATEGIC PLANNING WORKSHOP  
KELLOGG HOUSE  
CAL POLY POMONA  
3801 WEST TEMPLE STREET  
POMONA, CALIFORNIA 91768**

**Friday, January 30, 2015**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (15-0474)

**The meeting was called to order by Chair Doug Tessitor at 8:12 a.m.**

**ROLL CALL**

2. Roll call. (15-0475)

**Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.**

Present: Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

Excused: Michael De La Torre

**I. PUBLIC COMMENT**

3. Public Comment. (15-0476)

**No members of the public addressed the Foothill Transit Executive Board.**

**II DISCUSSION ITEMS (REGULAR AGENDA)**

4. STRATEGIC PLANNING WORKSHOP  
Peter Stark, Moderator

Recommendation: Receive an overview presentation and provide direction to staff as appropriate. (15-0477)

**DRAFT**

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

**Financial Status/Financial Plan**

Michelle Caldwell, Director of Finance, provided a verbal presentation on the Operating and Capital Forecast for Foothill Transit. Ms. Caldwell reported Foothill Transit financial structure is sound and the agency has \$30 million in operating reserve.

**Fare Adjustments/Structural Changes**

Joe Raquel, Director of Planning, provided a verbal presentation on the following:

Fare Policy, Fare adjustments and Farebox recovery goals

Fare Structure, Fare products offered and Fare pricing

The Board advised staff that any change in Fare Adjustments/Structural Changes should be appealing, desirable and fair for customers.

**Operations Contract**

Kevin McDonald, Deputy Executive Director, provided a verbal presentation on 2014 undertakings.

After a brief discussion, the Board advised staff to move forward with the first two year contract option and have a funding mechanism in place to resolve the miles and hours discrepancy in the contract. At this point the most equitable thing for Foothill Transit to do is to adjust the discrepancy between miles and hours outside of the scope of the contract.

**Electric Bus Program**

Roland Cordero, Director of Maintenance and Vehicle Technology, provided a presentation on the Electric Bus Program performance update and the industry, and potential concepts.

The Board advised staff to apply for the Fast Charging Station grant and to maximize the current fleet of electric buses, using charging stations to full capacity, checking any movement toward the Standardization of Electric Charging Station.

**Park and Ride Projects**

Sharlane Bailey, Director of Facilities, provided a presentation on potential park and ride facilities.

The Board advised staff to focus on cities interested in moving forward with the project.

West Covina-1360 W. Garvey Ave (Crazy Horse)  
Covina- 1034-1164 S. Park View Drive, (vacant lot 5.18 acres)

**College Pass Program**

Katie Gagon, Special Projects Manager, provided a presentation on the inception of the College Pass Program to its current stages and introduced the potential San Gabriel Valley Class Pass locations.

The Board advised staff to continue enhancing services at Mount San Antonio College (Mt. SAC), to invest in a transit center in Mt. SAC, continue the program in Mt. SAC through the Spring Semester by extending the Memorandum of Understanding so there isn't any lapse in the program and to pursue the program elsewhere with potential San Gabriel Valley Class Pass locations at the following schools:

Citrus College, Glendora  
Azusa Pacific University, Azusa  
California State Polytechnic University, Pomona

**System Expansion**

Joe Raquel, Director of Planning, provided a presentation on the Implementation of Comprehensive Operational Analysis recommendations: Core Improvements; Gold Line Integration; and Regional Service Area Enhancements.

**Succession Policy**

Doran Barnes, Executive Director, provided a synopsis on the training and development of employees at Foothill Transit. The trainings/development has helped in providing capable and replacement of staff. The Board advised staff on the need for language clarification on dealing with temporary disability/permanent disability.

**Initiatives for 2014-2015**

Doran Barnes, Executive Director, highlighted the following major initiatives by Foothill Transit for Fiscal year 2014-2015:

**Bus Replacement Project  
Comprehensive Operational Analysis  
College Pass Program  
Customer Service Training Expansion  
ISO 14001 Certification at Pomona  
Legislative Advocacy  
Arcadia Operations Contract Procurement  
San Gabriel Valley Park & Ride Facilities  
SMART Bus System (SBS) Replacement**

**Initiatives for 2015-2016**

**Doran Barnes, Executive Director, highlighted the following major initiatives by Foothill Transit for Fiscal year 2015-2016:**

**Bus Replacement Project  
Comprehensive Operational Analysis Implementation  
College Pass Program Expansion  
Origins & Destinations/Team Orientation Program  
Operations Contract  
San Gabriel Valley Park & Ride Facilities  
SMART Bus System (SBS) Replacement  
Fare Restructuring  
Electric Bus**

**On consensus, the Executive Board Members accepted the verbal presentations by Staff.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**RECESS/RECONVENE**

The Foothill Transit Executive Board recessed to Closed Session at 1:32 p.m. following Agenda Item No. 4. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor, at 2:08 p.m.

The following members were present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera, and Member Becky Shevlin. (15-0697)

**III. NOTICES OF CLOSED SESSION**

- 5. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov't Code § 54957): Title: Executive Director (15-0478)**

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**IV. ADJOURNMENT**

- 6. Adjournment for the January 30, 2015 Foothill Transit Executive Board Strategic Planning Workshop. (15-0479)**

**There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop was adjourned at 2:10 p.m.**



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, February 27, 2015**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (15-0903)

**The meeting was called to order by Chair Tessitor at 8:04 a.m.**

**PLEDGE**

2. Pledge of Allegiance. (15-0904)

**The Pledge of Allegiance was led by Chair Tessitor.**

**ROLL CALL**

3. Roll call. (15-0905)

**Roll call was taken by Garen Khachian, Staff, Board of Supervisors  
Executive Office, Commission Services Division.**

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera, Paula  
Lantz and Doug Tessitor

**I. ADMINISTRATIVE MATTERS**

4. Approval of the minutes for the Regular Meeting of the Executive Board of  
December 12, 2014. (15-0906)

**On motion of Treasurer Herrera, seconded by Vice Chair Lantz, the minutes  
for the Regular Executive Board Meeting of December 12, 2014 were  
approved by the following vote:**

**DRAFT**



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**Ayes:** 4 - Member Becky A. Shevlin, Treasurer Carol Herrera,  
Vice Chair Paula Lantz and Chairman Doug Tessitor

**Abstentions:** 1 - Member Michael De La Torre

**Attachments:** [SUPPORTING DOCUMENT](#)

## **II. PRESENTATIONS**

### **5. 5.1 Contractors' Employee Recognition (15-0907)**

**Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:**

- **Evelyne Lopez, Operator of the Month (February 2015)**

**Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:**

- **Elias Orellana, Operator of the Month (February 2015)**
- **Justin Yparraguirre, Employee of the Month (February 2015) not present**

**After discussion, by Common Consent, and there being no objection, the Board recognized the Operator and Employee of the month.**

### **5.2 New and Promoted Staff (15-0908)**

**Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:**

**New Hire:**

- **Jarrett Stoltzfus, Director of Procurement**

**Promotion:**

- **Vy Phan-Hoang, Transit Planner**

**After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired and promoted staff.**

## **III. PUBLIC COMMENT**

### **6. Public Comment. (15-0909)**

**No members of the public addressed the Foothill Transit Executive Board.**

**Mr. Nick Promponas, First Transit Senior Vice President, and Kevin Ooms, Vice President of Reporting & Accounting, Transdev took the opportunity under Public Comment to thank Foothill Transit for their support and great working relationship.**

**Chair Tessitor thanked the following Foothill employees: Linda Apodaca, Michelle Caldwell, Matt Mumford and Tanya Pina for attending the Glendora Mayoral Prayer breakfast held on Wednesday, February 25, 2015.**

#### **IV. CONSENT CALENDAR**

##### **7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 30, 2015 for the fiscal year ending June 30, 2015. (15-0942)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

##### **8. FEBRUARY 2015 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2015 Legislative Summary. Adopt a support position on H.R. 680. (15-0943)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, the Board acknowledged their position in supporting H.R. 680, and received and filed the February Legislative Summary.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

##### **9. PROPOSED 2015 FEDERAL, STATE AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2015 Federal, State and local Legislative Programs as outlined in Attachments A, B and C. (15-0944)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was adopted.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**10.    FOOTHILL TRANSIT SUCCESSION POLICY**

Recommendation: Adopt the proposed Foothill Transit Succession Policy. (15-0945)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was adopted.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**11.    PROPOSED FY 2015/2016 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2015/2016 Business Plan Initiatives. (15-0946)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**12.    COACH OPERATOR AUDIT RESULTS**

Recommendation Action: Receive and file the results of the Coach Operator Audits conducted in December 2014. (15-0947)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**13.    RESOLUTIONS FOR LOW CARBON TRANSIT OPERATIONS GRANT PROGRAM**

Recommendation: Adopt the following three resolutions: Resolution No. 2015-01: Authorization for the Execution of the Letter of Intent for the Low Carbon Transit Operations Program (LCTOP) (Attachment A) Resolution No. 2015-02 Authorization for the Execution of the Authorized Agent Form for the Low Carbon Transit Operations Program (LCTOP) (Attachment B) Resolution No. 2015-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (Attachment C). (15-0948)

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**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, the three resolutions were adopted.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**14. REQUEST FOR PROPOSALS (RFP) - ENVIRONMENTAL CONSULTANT - COVINA AND WEST COVINA PARK & RIDE PROJECT**

Recommendation: Authorize the Executive Director to Issue RFP 15-044 seeking proposals to provide environmental consulting services as necessary in connection with the development of a proposed park & ride project or projects to be located in the Covina and West Covina area. (15-0949)

**This item was presented after the Closed Session, and on motion of Member Shevlin, seconded by Treasurer Herrera, this item was approved by the following vote:**

**Ayes:**    3 -    Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

**Excused:**    2 -    Member Michael De La Torre and Vice Chair Paula Lantz

**Attachments:**    [SUPPORTING DOCUMENT](#)

**15. REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL ENGINEERING CONSULTANT- PARK AND RIDE FACILITIES**

Recommendation: Authorize the Executive Director to Issue RFQ No 15-049 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the Covina and/or West Covina area. (15-0950)

**This item was presented after the Closed Session and on motion of Member Shevlin, seconded by Treasurer Herrera, this item was approved by the following vote:**

**Ayes:**    3 -    Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

**Excused:**    2 -    Member Michael De La Torre and Vice Chair Paula Lantz

**Attachments:**    [SUPPORTING DOCUMENT](#)

**16. CONTRACT AMENDMENT- ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY**

Recommendation: Authorize the Executive Director to execute Amendment

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No. 8 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$8,515 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project. (15-0951)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**17.    REQUEST FOR PROPOSALS - TRANSIT BUSES**

Recommendation: Authorize the Executive Director to issue Request for Proposals No. 15- 048 to procure 35 42ft. low-floor CNG buses with options to purchase up to 100 additional coaches in future years. (15-0952)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**18.    SOLE SOURCE AWARD - THREE YEAR GIRO HASTUS SCHEDULING SOFTWARE MAINTENANCE AND SUPPORT**

Recommendation: Authorize the Executive Director to enter into a sole-source contract in the amount of \$197,434 with Giro, Inc. for three years of Hastus Scheduling Software maintenance and support. (15-0953)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**19.    SOLE SOURCE CONTRACT AWARD - DIGITAL VOICE/DATA CHANNELS AND BASE STATION EQUIPMENT RENTAL**

Recommendation: Authorize the Executive Director to: 1. Negotiate final terms and conditions and award a sole-source contract in the amount of \$758,220 to Mobile Relay Associates, Inc. (MRA) for digital voice radio frequency channels and base station equipment rental and repeater service for a term of five years including antennas and installation, with an option for five additional years; and 2. Execute an amendment to our existing radio system lease with MRA for analog voice and data radio frequency channels and base station equipment rental and repeater service on a month-to-month basis at the rate of \$5,500 per month. (15-0954)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**20.    CONTRACT AWARD - ADMINISTRATIVE OFFICE BUILDING ENTRY AND LANDSCAPE PROJECT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-018 with Aragon Construction in the amount of \$112,700 for the Administrative Office Building Landscape and Entry Project. (15-0955)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**21.    MT. SAC CLASS PASS PILOT PROGRAM EXTENSION**

Recommendation: Approve the continuation of the Class Pass Pilot Program at Mount San Antonio College (Mt. SAC). (15-0956)

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**V.    DISCUSSION ITEMS (REGULAR AGENDA)**

**22.    OPTION EXERCISE - POMONA OPERATIONS AND MAINTENANCE AGREEMENT NO. 12-001**

Recommendation: Authorize the Executive Director to: 1. Exercise the first two-year option on Agreement No. 12-001 with First Transit, Inc. for transit services operated out of Foothill Transit's Pomona facility; and 2. Provide quarterly payments to First Transit in the amount of \$75,000 to compensate them for running time added to local and commuter lines as a result of construction related delays on and near the I-10 corridor, retroactive to July 2014 and through June 30, 2017. (15-0957)

**Kevin McDonald, Executive Director, presented this item.**

**In response to a question by the Board regarding the time frame of the construction on the I-10 corridor, Mr. McDonald informed the Board that the anticipated construction completion date would be December 2019.**

**On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**23.    FISCAL YEAR 2014/15 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file the status update on the FY 2014/15 Business Plan Initiatives. (15-0958)

**Kevin McDonald, Executive Director, presented this item.**

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**24.    FY 2014/2015 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Second Quarter Budget Update for the fiscal year ending June 30, 2015. (15-0959)

**Michelle Caldwell, Director of Finance presented this item.**

**Member Shevlin thanked staff for a great job and indicated budget savings is remarkable.**

**On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**25.    PERFORMANCE INDICATORS REPORT - FY 2014/15 SECOND QUARTER REPORT**

Recommendation: Receive and file FY 2014/15 Second Quarter Performance Indicators Report. (15-0960)

**LaShawn Gillespie, Director of Customer Service and Operations, presented an overview of the staff report that was provided to the Board, informing that six of the nine key performance indicators were met.**

**On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**VI.    EXECUTIVE DIRECTOR COMMENT**

26. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-0910)

**Mr. Barnes reported on the following:**

- **On February 26, 2015, Mr. Barnes and Joe Raquel, Director of Planning, attended the Blue Ribbon Committee Meeting. During the meeting Metro's financial issues were discussed. Metro's ridership has decreased by 7 percent. The decline in ridership is attributed to low gas prices and fair increases. Foothill Transit's ridership has increased by 3 percent.**
- **Proterra LLC has applied for the California Energy Commission Grants for Manufacturing. If the grant is secured, Proterra LLC is planning to build a manufacturing plant within the city of Industry.**
- **Reminded that the next Foothill Transit Governing Board Meeting is scheduled for Friday, March 20, 2015, at 7:45 a.m.**

**VII. BOARD MEMBER COMMENT**

27. Comments by Members of the Foothill Transit Executive Board. (15-0911)

**Treasurer Herrera informed members that a few cities are having elections: Glendora on March 3, 2015, and Monrovia on April 14, 2015. Member Shevlin is running for re-election for the city of Monrovia.**

RECESS/RECONVENNE

The Foothill Transit Executive Board recessed to Closed Session at 8:52 a.m. following Agenda Item No. 27. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor, at 10:25 a.m.

The following members were present: Chair Doug Tessitor, Treasurer Carol Herrera, and Member Becky Shevlin. Vice Chair Paula Lantz and Member Michael De La Torre were excused. (15-1089)

**VIII. NOTICES OF CLOSED SESSION**

28. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald



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Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation

Under Negotiation: Price and Terms (15-0961)

**Darold Pieper, General Counsel, reported that the Executive Board authorized the Director to conduct an appraisal of the subject property and to negotiate a purchase agreement for the property.**

**On motion of Chair Tessitor, seconded by Treasurer Herrera, unanimously carried, the Executive Board approved this item.**

**Ayes:** 5 - Member Michael De La Torre, Member Becky A. Shevlin, Treasurer Carol Herrera, Vice Chair Paula Lantz and Chairman Doug Tessitor

- 29. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** Initiation of litigation pursuant to Government Code Section 54956.9 (c): One Case (15-0962)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

- 30. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS** (Gov't Code § 54957.6)

Agency Representatives Attending Closed Session: Executive Director Barnes, General Counsel Pieper

Unrepresented Employee Position Titles: All prospective positions with Foothill Transit excluding the Executive Director (15-0963)

**Darold Pieper, General Counsel, reported that the Executive Board authorized staff to adopt changes to the employee compensation program as follows, effective July 1, 2105:**

- 1. Increase the retirement savings potential for all employees by matching up to four percent of their 457/401(a) plan contributions;**
- 2. Approve a one-time increase to the overall annual compensation adjustment as follows:**
  - a. Up to four percent for achievement of individual employee goals;**
  - b. One percent for achievement of at least seven of nine Key Performance Indicator (KPI) goals or one-half of one percent for achievement of 6 of 9 KPI goals; and**

- c. **Zero to three percent for employees depending on the quartile of their compensation band to reward developmental progress; and**
- 3. **Require all employees to contribute ten percent of the total cost of their selected health care providers for themselves and their dependents.**

**On motion of Chair Tessitor, seconded by Treasurer Herrera, this item was approved by the following vote:**

**Ayes:** 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

**Excused:** 2 - Member Michael De La Torre and Vice Chair Paula Lantz

**31. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)**

Title: Executive Director (15-0964)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**32. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT**

Recommendation: Consider a possible amendment to the Executive Director Employment Agreement with Doran J. Barnes. (15-0965)

**On motion of Member Herrera, seconded by Chair Tessitor, and in light of the adjustments just made to the employee compensation program, the Executive Board approved the following amendments to the Executive Director's contract effective July 1, 2015, and authorized the Chair to execute a formal amendment to the contract:**

- 1. **The Executive Director shall receive an increase in compensation of up to two percent for achievement of individual employee goals. In addition, he shall also receive an increase of one percent for achievement of at least seven of nine Key Performance Indicator (KPI) goals, or one-half of one percent for achievement of 6 of 9 KPI goals;**
- 2. **Section 4 B (6) of the contract, which provides for a comprehensive annual physical exam at a cost not to exceed \$2000, shall be modified to provide that, in the event the Executive Director in fact receives an annual physical exam without utilizing the allowance, then the full**

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amount of the allowance shall be either contributed to a retirement account or paid to the Executive Director as compensation in the Executive Director's sole discretion.

3. The Executive Director shall also receive the same matching contributions of up to four percent of his 457/401(a) plan contributions.
4. The Executive Director is authorized to participate in two international conferences in 2015 (UITP BiAnnual World Expo and TransED).

**Ayes:** 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

**Excused:** 2 - Member Michael De La Torre and Vice Chair Paula Lantz

**33. CLOSED SESSION REPORT (15-0966)**

**In Open Session, on motion of Treasurer Herrera, seconded by Chair Tessitor, unanimously carried, the Executive Board approved the report presented during Closed Session.**

**IX. ADJOURNMENT**

- 34. Adjournment for the February 27, 2015 Foothill Transit Executive Board Meeting. (15-0912)**

**There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:35 a.m.**



March 20, 2015

To: Executive Board

Subject: **Exercise of Contract Option - Procurement of 13 Proterra Catalyst Extended Range Electric Buses**

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### **Recommendation**

Authorize the Executive Director to exercise an available contract option, negotiate final terms and conditions and execute Option Agreement No. 15-005 with Proterra LLC for the procurement of 13 Catalyst Extended Range 40-foot electric buses in the amount of Nine Million Eight Hundred Seventy-Seven Thousand Six Hundred Sixty Dollars (\$9,877,660), including sales tax.

### **Analysis**

At the April 26, 2013 Executive Board Meeting, a Sole Source procurement of nine electric buses with an option for 18 additional buses was approved by the Executive Board. Since the current service demands of Line 291 mandate a peak demand of nine buses plus three spares for use in the event of a breakdown and to facilitate scheduled preventive maintenance, a decision was made to procure 12 buses. The TIGGER II funding received in 2010, along with a ten percent local match, supported the purchase of more than the nine buses originally envisioned in the grant application and on June 7, 2013 Federal Transit Administration (FTA) clearance to purchase up to 12 buses with the grant funds was granted.

In early 2014, the 12 new additional buses were received and accepted by Foothill Transit. The 12 new buses have now accumulated over 205,000 miles and so far the buses have operated without interruption on Line 291.

Over the past few weeks, three electric buses have been placed in revenue service on Line 855 during the morning hours. In the afternoon, CNG buses are used because those trips interline with an express route.

In May of this year, Proterra unveiled Version 2 of their Electric Bus branded as the "Catalyst". The Catalyst is a 40-foot electric bus that has several design improvements when compared to Proterra's BE35 - the original 35-foot bus.

At the June 27, 2014 Executive Board Meeting, the Board authorized the Executive Director to exercise an option to procure two Catalyst electric buses. The procurement of the Catalyst is in line with Foothill Transit's commitment to environmental sustainability and supports our commitment to



transit bus innovation and new technology as a number of Foothill Transit local lines serve the Pomona Transit Center (PTC) and have operating profiles that make them good candidates for Ecoliner service. Among these are Lines 197, 855, and 292. The two Catalyst electric buses will be placed into revenue service on these other local service routes that can utilize the existing fast-charging infrastructure in place at the PTC.

On February 24, 2015, Proterra announced the launch of a new extended-range product line. With the introduction of the new TerraVolt™ XR extended-range battery, Proterra buses can now be configured to travel up to 100 miles between charges.

The construction of the Azusa Intermodal Parking Facility creates an excellent opportunity for the Catalyst™ XR to be implemented on Foothill Transit's Line 280 which travels between Azusa and the Puente Hills Mall Transit Center, a 22-mile round trip. The extended range capability will allow the bus to operate a round trip from Azusa to Puente Hills Mall Transit Center and back to Azusa, charging only once at the proposed charging station to be built at the Park & Ride.

At about the same time that Proterra announced the launch of the Catalyst™ XR, they were also recommended for award a \$3 Million grant by the California Energy Commission (CEC) through the Advanced Vehicle Technology Manufacturing Grant. This grant solicitation was an offer to fund projects that develop advanced vehicle technology manufacturing facilities in California that produce zero or near zero-emission vehicles, or zero-emission vehicle components. With this grant, Proterra plans to build a California manufacturing facility in the City of Industry, and it is our understanding that this order of thirteen buses will be built at this new facility. One resultant benefit of this new manufacturing facility to Foothill Transit will be our ability to more closely and cost effectively conduct the required factory inspection process during the manufacturing process. The region will benefit from the creation of advanced-technology jobs within the San Gabriel Valley.

The cost of the bus includes savings realized under the **California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)**. HVIP is a unique and streamlined program to help speed the early market introduction of clean, low-carbon hybrid and electric trucks and buses. HVIP accomplishes this by addressing the biggest barrier to the purchase of medium- and heavy-duty advanced trucks: the high incremental cost of these vehicles in the early market years when production volumes are still low. All fleets are eligible,



whether they're public or private, large or small. HVIP aids the introduction of hybrid and electric trucks and buses by reducing the purchase price of these vehicles in California. Base vouchers can cover up to \$110,000 toward the purchase of any zero-emission truck or bus in the HVIP.

The base price for the Catalyst™ XR is \$798,000 plus sales tax of nine percent. Without the HVIP, the cost of the 13 Proterra coaches would be \$11,307,660.

**Budget Impact**

Funding for this project will be included in Foothill Transit's Proposed Budget and Business Plan for fiscal year 2015-2016. Final award of this contract will be contingent upon approval of the Foothill Transit budget for next fiscal year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roland M. Cordero'.

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director





March 20, 2015

To: Executive Board

Subject: **Resolution Adopting New Annual Governing Board Meeting Date**

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**Recommendation**

Consider changing the date of the May Annual Governing Board Meeting from Friday, May 22, 2015 to Wednesday, May 13, 2015 and adopt Resolution No. 2015-04 New Annual Governing Board Meeting Date.

**Background**

At the October 2014 Executive Board Meeting the Board adopted the 2015 Meeting Calendar. The date set for the Annual Governing Board Meeting was May 22, 2015 as part of the adoption of the 2015 Meeting Calendar.

Concern has been expressed that the meeting date of May 22, 2015 falls on a Friday prior to the Memorial Day holiday. This day maybe inconvenient for many and this conflict would likely affect a quorum of the Foothill Transit Governing Board. After further discussion, Wednesday, May 13, 2015 has been identified as a possible new date for the Foothill Transit Annual Governing Board Meeting.

**Attachment A** is the proposed resolution adopting May 13, 2015 as the new date for the Annual Governing Board Meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dor J. Barnes', written over the printed name.

Doran J. Barnes  
Executive Director

Attachment